

**DEPARTMENT OF VETERANS SERVICE
STATE APPROVING AGENCY
Floyd Veterans Memorial Bldg., Suite E-970
Atlanta, Georgia 30334**

**INSTRUCTIONS FOR COMPLETION OF VSO FORM 70
(APPLICATION FOR UPDATE OF APPROVAL FOR VA BENEFITS UNDER SECTION
3675 & 3676 TITLE 38 US CODE)**

GENERAL:

A COMPLETE APPROVAL UPDATE IS REQUIRED USING THIS PACKET WHEN AN INSTITUTION PUBLISHES A NEW OR AMENDED CATALOG/BULLETIN.

Complete original Forms and mail or FAX them to the State Approving Agency (SAA) at the following:
Georgia Department of Veterans Service, Floyd Veterans Memorial Building, Suite E-970, Atlanta, Georgia 30334.

FORMS:

The following forms are included with these instructions:

- VSO Form 70, Application for Update of Approval...
- VSO Form 70-1, Other Practical Training (Certification of)
- VSO Form 70-2, Independent Study (Certification of)
- VSO Form 70-3, Cooperative Courses (Certification of)
- VSO Form 70-4, Open Circuit Telecast Courses (Certification of)
- VSO Form 70-5, Statement of School Official (Certification of)
- Certification Labels for Catalogs and Handbooks
- School Calendar (format)
- VA Form 22-1919, Conflicting Interest Certification for Proprietary Schools Only
- VA Form 22-8794, Designation of Certifying Official(s)

VSO FORM 70 (Application for Update of Approval...)

Attach a continuation sheet to the Form referencing the item(s) being continued if additional space is needed.

The following guidance is provided for selected paragraphs:

- Para. I. The additional locations must be extensions of the Main Campus that are dependent upon the Main Campus for record keeping and the VA certification of students. Contact your SAA Coordinator to determine the complete approval criteria.
- Para. II. Certification labels are attached to these instructions.
- Para. VIII. Remedial/Developmental courses in English, Reading and Math may be approved if the deficiencies are established by testing and the courses are required to matriculate/graduate.

VSO Form 70-IB (Revised 9-15-98) Previous editions may not be used.

Para. IX. Joint programs must lead to a degree, diploma or certificate *offered by your institution* that incorporate the completion of required courses of another institution with which you have a joint agreement.

VSO FORM 70-5, (Statement of School Official)

This form must accompany the VSO Form 70 or the update application will not be processed by the SAA.

SCHOOL CALENDAR

Provide an academic calendar using the form attached if the calendar is not included in either the Catalog or Handbook.

VA FORM 22-1919 (Conflicting Interest Certification for Proprietary Schools Only)

This form is only required for private/proprietary school and it is only needed from these schools if the school name, address, profit status or primary official (president, chief administrative official, owner, etc...) has changed.

VA FORM 22-8794 (Designation of Certifying Official(s))

Complete this form and provide it with each VSO Form 70 update *and*, separately, any time there is a change in either a Certifying Official (part 3) or the Designating Official (part 5). The Designating Official (part 5) must be the Registrar or a higher institution official.

CALL YOUR SAA COORDINATOR AT (404) 656-2306/2322, (404) 657-7992/3199 OR FAX 404-657-6276 IF ASSISTANCE IS NEEDED WITH YOUR APPROVAL UPDATE.

VSO Form 70-IB (Revised 9-15-98) Previous editions may not be used.